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SECRETARY OF THE AIR FORCE**



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This instruction implements AFI 90-4, Relations with Congress, by providing guidance and procedures for Air Force personnel who respond to inquiries from and interact with the Congress. It describes the responsibilities of HQ USAF, major command (MAJCOM), and field operating agency (FOA) organizations in providing information to the Congress on various inquiries or requests. It applies to individuals at all levels who prepare, manage, review, certify, approve, disseminate and/or use official Air Force publications and forms, including Air Force Reserve and Air National Guard (ANG) units, except where noted otherwise.

(ACC) This supplement implements and extends the guidance of AFI 90-401. It explains responsibilities and procedures of Air Combat Command for maintaining effective relationships with Congress as established in AFI 90-401. It also provides procedures for inviting and conducting visits by members of Congress to base/installation events. This supplement applies to the Air National Guard (ANG) to the extent that the ACC/CCX Legislative Liaison will work with the National Guard Bureau Legislative Liaison on a case-by-case basis to determine what

support, if any, will be provided by ACC concerning ACC-gained ANG units. This supplement is not applicable to Air Force Reserve Command (AFRC) units. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Request for waivers must be processed through command channels to the publication OPR for consideration.

SUMMARY OF CHANGES

This is the third publication of AFI 90-401. The initial publication superseded AFR 11-7, 22 December

1983, eliminating the requirement to file reports for congressional committee investigations, hearings, or visits. This revision establishes the Office of Legislative Liaison, Congressional Action Division, SAF/LLZ, as the OPR to provide support to wing commanders during visits with members of Congress and their staffs. SAF/LLZ will provide support to wing commanders in coordination with the Office of Budget and Appropriations Liaison, SAF/FMBL, as appropriate. This document also establishes the appropriate routing for Congressional Correspondence. Refer recommended changes and questions about this publication to the Office of Primary responsibility (OPR), SAF/LLZ, using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the Major Command (MAJCOM) publications/forms managers. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

(ACC) This document has been substantially revised and must be completely reviewed. The most significant change is the transfer of office of primary responsibility (OPR) for this supplement from SAF/LLX to ACC/CCX.

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Chapter 1

RELEASING INFORMATION

1.1. Classified Information. Air Force personnel must properly safeguard classified information in the interests of national defense (according to DoD 5200.1-R, *Department of Defense Information Security Program Regulation*, with Change 1 and AFI 31-401, *Information Security Program Management*). In accordance with DoDI 5230.29 and DoDI 5400.04, Prepared Statements, Transcripts, QFRs, IFRs, Advance Policy Questions, Selected Acquisition Reports, and Budget Documents will be submitted to the DoD Office of Security Review for security and policy review with the consent of the Secretary of the Air Force before going to Congress. The Secretary has designated the Security and Policy Review office (SAF/PA) as the approval authority for release of Air Force classified information to the Congress. Refer congressional requests for classified information to SAF/PA through SAF/LL or SAF/FMBL. Air Force officials may not disclose classified information to the Congress for release to a congressional constituent.

1.2. "For Official Use Only" Information. According to DoD 5400.7-R_AFMAN 33-302, *Freedom of Information Act Program*, Air Force officials may generally not disclose For Official Use Only (FOUO) information to the public that falls within exemptions 2 through 9 of the Freedom of Information Act (FOIA). However, the Air Force may release such information to chairpersons or ranking members of congressional committees or subcommittees if the information relates to matters within their jurisdiction. An Air Force official who decides the information should not be released to the congressional committee must staff the congressional request for information with a recommendation to the Secretary of the Air Force through SAF/LL or SAF/FMBL as appropriate. Requests from Members of Congress not seeking records on behalf of a Congressional Committee, Subcommittee, either House sitting as a whole, or made on behalf of their constituents shall be considered the same as any other requester.

1.3. Privacy Act Information. Air Force officials must protect personal information about military and civilian employees according to the guidelines of the Privacy Act. Without an individual's written consent to release information, Air Force officials may provide only general information according to the provisions of AFI 33-332, *Air Force Privacy Program* which sets forth the Privacy Act procedures. The Air Force may, however, disclose an individual's records without the individual's consent when requested by a chairperson or ranking member of a congressional committee or subcommittee if the information relates to matters within their jurisdiction. When making such a disclosure, the Air Force should tell the committee or subcommittee members about any sensitive information and the need to safeguard it.

1.4. Information for Air Force Personnel. Air Force personnel have the legal right to petition, furnish information to, or communicate with Congress (Title 5, United States Code, Section 7102 and Title 10, United States Code, Section 1034).

1.5. Locally Sensitive Information. Information on significant changes in the status of Air Force units, installations, and industrial facilities may have an impact on states and congressional districts. Therefore, Air Force officials must not release any information governed by AFI 10-503, *Strategic Basing*, September 27, 2010, without the proper authorization. For any other information not governed by AFI-10-503 basing actions concerning changes in status of AF units, installations, and industrial facilities that might have an impact (positive or negative) on

the local community/congressional district; local commanders should check with SAF/LL or SAF/FMBL prior to release.

1.6. Congressional Security Clearances and Special Access. Per OSD Policy, Congressional Member clearances are automatic once the Member is elected into their current position in the United States Senate or U.S. House of Representatives. Once a Member is elected as a seated member of Congress, the Member is automatically read into SCI and any other classification needed. To verify the security clearance and special access information of congressional staff members, contact the Office of the Secretary of Defense, Legislative Affairs Security Office (OSD/LA), or SAF/LL Security for proper direction.

1.6.1. In accordance with *Hamre, John, J., Memo to the Honorable Jerry Lewis, United States House of Representatives, Washington D.C., 22 June 1999*, "Members of Congress assigned to the defense committees (and to the intelligence committees only for intelligence SAPs) are accessed to all DoD SAPs, except for a limited number of programs judged to be of extreme sensitivity, referred to as waived SAPs.

1.6.2. Acting on behalf of the Chairman and the Ranking Member, only the Majority and Minority Staff Directors will be granted access to waived SAPs. Chairmen and Ranking Members may request the Deputy Secretary of Defense to grant exception to this restriction on a case by case basis.

1.6.3. Access to non-waived SAPs by professional staff members of the defense and intelligence committees will be determined by the Staff Director and the Minority Staff Director, respectively, on behalf of the Chairman and Ranking Member. Accesses will be coordinated with the Defense Department's Special Access Program Coordination Office (SAPCO) to ensure compliance with personnel security requirements.

1.6.4. Members of Congress not assigned to the defense committees (and to the intelligence committees only for intelligence SAPs) will be granted access to DoD SAPs (non-waived SAPs only) with the concurrence of the DoD after consultation with the Chairman and Ranking Member of the defense committees.

1.6.5. The personal staff of a Member of Congress shall not be granted access to DoD SAPs.

1.7. Industry and Contract Information. Information concerning contractor proprietary information must be safe-guarded. Special care must be exercised when releasing information during the source selection process. Proper use of non-disclosure statements must be exercised.

Chapter 2

HQ USAF RESPONSIBILITIES

2.1. Congress is a critical partner with the United States Air Force. The Air Force works with Congress to ensure Airmen are properly organized, trained, and equipped to conduct the range of missions the Nation expects and needs. Therefore, open and honest dialogue with members of Congress and their staffs is encouraged at all levels of the Air Force.

2.2. Secretary of the Air Force. Only the Secretary may deny congressional requests for information or approve congressional travel to Air Force activities.

2.3. Office of Legislative Liaison (SAF/LL). HAF Mission Directive (HAF MD 1-22) gives SAF/LL the authority and responsibility (except for Appropriations Committees, Budget Committees, the Office of Management and Budget (OMB), and the Congressional Budget Office (CBO)) for relations with the Congress, the Executive Office of the President and Vice President, the Office of Secretary of Defense, and other governmental agencies. Official liaison includes:

2.3.1. Developing, coordinating and supervising the Air Force legislative program.

2.3.2. Ensuring accuracy and consistency on all Air Force information intended for the Congress.

2.3.3. Keeping members and committees of the Congress advised of Air Force activities in their area of interest.

2.3.4. Evaluating, reporting, and disseminating pertinent legislative information to the Air Force.

2.3.5. Cooperating fully with Congress and giving full and timely responses to Congressional Inquiries.

2.3.6. Answering executive office and congressional inquiries and correspondence.

2.3.7. Initiating, where appropriate, recommendations for possible remedial action on inquiries reflecting criticism of Air Force policy.

2.3.8. Preparing witnesses for congressional hearings.

2.3.9. Arranging for and coordinating Air Force testimony at congressional hearings.

2.3.10. Supervising Secretariat and Air Staff review of transcripts, inserts from Air Force congressional hearing testimony, and actual hearing questions taken for the record.

2.3.11. Supervising congressional travel arrangements and requirements designated as official responsibility of the Air Force.

2.3.12. Supporting Major Command (MAJCOM), Numbered Air Force (NAF), and Wing Commanders during Congressional member visits.

2.3.13. Tasking and tracking responses to congressional reporting requirements.

2.4. Office of the Assistant Secretary (Financial Management and Comptroller) (SAF/FM). HAF Mission Directive (HAF MD 1-12) gives SAF/FM the authority and

responsibility for relations with the Appropriations and Budget Committees, and the Congressional Budget Office (CBO). SAF/FM designates the Office of Budget and Appropriations Liaison (SAF/FMBL) to perform official Congressional liaison duties. Official liaison duties for the above committees and CBO include:

- 2.4.1. Developing, coordinating, and supervising the Air Force legislative program.
- 2.4.2. Ensuring the accuracy and consistency of all Air Force information intended for the Congress.
- 2.4.3. Keeping members and committees advised of Air Force activities in their area of interest.
- 2.4.4. Answering executive office and congressional inquiries/correspondence.
- 2.4.5. Initiating, where appropriate, recommendations for possible remedial action on inquiries reflecting criticism of Air Force policy.
- 2.4.6. Preparing witnesses for congressional hearings.
- 2.4.7. Evaluating, reporting, and disseminating pertinent legislative information to the Air Force.
- 2.4.8. Arranging for and coordinating Air Force testimony at congressional hearings.
- 2.4.9. Supervising Secretariat and Air Staff review of transcripts, inserts from Air Force and other defense related congressional hearing testimony, and questions taken for the record.
- 2.4.10. Making travel arrangements and providing escorts for official travel requirements.
- 2.4.11. Supporting Wing Commanders during Congressional member visits.
- 2.4.12. Supporting Major Command (MAJCOM), Numbered Air Force (NAF), and Wing Commanders during Congressional member visits.

2.5. Joint Responsibilities of SAF/LL and SAF/FM. SAF/LL and SAF/FM are responsible for:

- 2.5.1. Securing advance notice of congressional committee hearings, investigations, or visits to the field. In these cases, SAF/LL or SAF/FMBL notifies the relevant Air Force organizations and helps committees with their visits. Air Force commanders or Air Force representatives who receive notice of a committee hearing, investigation, or visit directly from the Congress must inform SAF/LL or SAF/FMBL immediately.
- 2.5.2. Coordinating SAF/LL and SAF/FMBL activities to ensure effective legislative liaison.
- 2.5.3. Coordinating with the proper Air Force Headquarters offices on legislative and budgetary issues.
- 2.5.4. Processing legislation affecting the Air Force.
- 2.5.5. Obtaining OMB and OSD clearance of Air Force witness statements, slides, handouts, and so forth before testimony at congressional committee hearings.
- 2.5.6. Directing the HQ USAF review of transcripts of Air Force testimony at congressional committee hearings and preparation of questions/inserts for the record.

2.5.7. Directing the preparation of Air Force responses required by congressional committee reports and laws.

2.5.8. Maintaining a legislative research library and other source records on congressional matters that affect Air Force programs and budgets.

2.5.9. Informing SAF/PA of action on congressional requests for information that have potential public relations implications.

2.5.10. Giving SAF/PA copies of unclassified Air Force testimony for release to the media through the Office of the Assistant Secretary of Defense for Public Affairs (OASD/PA).

2.5.11. Directing Air Force field organizations to communicate directly with SAF/LL or SAF/FMBL and to immediately notify the appropriate MAJCOM of Congressional inquiries and correspondence. Contact the appropriate SAF/LL division(s) or SAF/FMBL by telephone or email (see [Attachment 2](#) for phone numbers and email addresses). After office hours, have the Air Force Operations Center (703-697-6103) connect you to the SAF/LL Duty Officer.

2.6. (Added-ACC) Headquarters ACC Responsibilities:

2.6.1. **(Added-ACC)** ACC staff will coordinate with ACC/CCX on activity or correspondence legislative in nature that can potentially generate Congressional interest or is relevant to COMACC's relations with Congress. Additionally, all directorates are responsible for maintaining liaison with their appropriate HAF functional directorate on all matters, including Congressional inquiries and requests for information.

2.6.2. **(Added-ACC)** The Commander's Action Group (ACC/CCX) is responsible for:

2.6.2.1. **(Added-ACC)** Monitoring and notifying COMACC of legislative actions and issues that may affect the command.

2.6.2.2. **(Added-ACC)** Monitoring and assisting the ACC staff, installations or units in conducting Congressional visits in accordance with AFI 90-401 paragraph 5.5. and ACCI 90-110.

2.6.2.3. **(Added-ACC)** Coordinating actions necessary to prepare ACC staff for Congressional testimony in accordance with [Chapter 9](#).

2.6.2.4. **(Added-ACC)** Providing the ACC command section, directorates, and wings, as necessary, with biographical sketches on members of Congress and their staffs, hearing resumés and transcripts, excerpts of legislative language, and any other relevant materials.

2.6.2.5. **(Added-ACC)** Acting as ACC OPR for SAF/LL in handling Congressional inquiries and requests for information.

2.6.2.6. **(Added-ACC)** Managing COMACC directed Capitol Hill Engagement Program. Coordinating with SAF/LL and SAF/FMBL to develop a strategy, engagement plan and preparation materials synchronized with SAF/HAF.

2.6.3. **(Added-ACC)** Comptroller (ACC/FM) shall:

2.6.3.1. **(Added-ACC)** Maintain liaison for the ACC staff with SAF/FM on budgetary matters and with the General Accounting Office as directed by AFI 65-401_ACCSUP, *Relations with the General Accounting Office*.

2.6.3.2. **(Added-ACC)** Assist ACC/CCX in preparing testimony to the House and Senate Appropriations Committees.

2.6.4. **(Added-ACC)** Inspector General (ACC/IG) shall initiate investigations in accordance with AFI-90-301, *Inspector General Complaints*, to respond to congressional inquiries referred through IG channels to Headquarters ACC.

2.6.5. **(Added-ACC)** Staff Judge Advocate (ACC/JA) shall:

2.6.5.1. **(Added-ACC)** Monitor replies to members of Congress concerning disciplinary actions as outlined in AFI 51-201, *Administration of Military Justice*, Chapter 13, as well as replies concerning other legal issues.

2.6.5.2. **(Added-ACC)** The relevant Staff Judge Advocate may respond to congressional inquiry taskings from AFLOA/JAJM concerning disciplinary issues and will provide copies to their immediate commander and superior legal office(s). When AFI 51-201 permits a direct response to a member of Congress, the relevant Staff Judge Advocate will provide copies to their immediate commander and superior legal office(s). ACC/JA shall provide ACC/CCX a courtesy copy of the response when complete.

2.6.6. **(Added-ACC)** Acquisition Management and Integration Center (AMIC) shall:

2.6.6.1. **(Added-ACC)** Act as ACC OPR for congressional inquiries originating from SAF/AQ and any requests for information regarding contractual issues.

2.6.6.2. **(Added-ACC)** For congressional inquiries regarding grievances and other matters from members of Congress originating from SAF/AQ, AMIC Director will, after AMIC and OL ACC AFICA/KC staff coordination, sign replies and forward through ACC/IG channels back to SAF/AQ.

2.6.7. **(Added-ACC)** Public Affairs (ACC/PA) shall:

2.6.7.1. **(Added-ACC)** Monitor invitations to members of Congress from all ACC assigned units in accordance with paragraph [2.7.5](#)

2.6.7.2. **(Added-ACC)** Take appropriate action when congressional visits or requests for information may attract public attention or stimulate public interest in the media or general public.

2.7. (Added-ACC) Commanders at Numbered Air Forces, Centers, and Wings are responsible for:

2.7.1. **(Added-ACC)** Informing and coordinating with ACC/CCX on matters of congressional interest including participation in local activities, visits with members of Congress or their staff, and requests for information and inquiries.

2.7.2. **(Added-ACC)** Notifying ACC/CCX when local plans or activities generate significant community interest and may interest members of Congress.

2.7.3. **(Added-ACC)** Coordinating with ACC/CCX when members of Congress or their staffs plan to visit the organization or installation.

2.7.4. **(Added-ACC)** Coordinating through ACC/CCX for SAF/LL approval of transportation requests. Organizations will not commit to providing transportation until SAF/LL has approved.

2.7.5. **(Added-ACC)** Appointing by name a senior officer or civilian and an alternate to monitor relations with Congress. The individual or alternate will monitor all congressional matters in the organization including complaints/inquiries and visits from members of Congress or their staffs. Comply with AFI 90-401 paragraph 3.4. when responding to Congressional inquiries.

2.7.6. **(Added-ACC)** Ensuring only the numbered air force commander, center commander, wing commander, vice commander, or inspector general signs letters in response to inquiries regarding grievances received directly from a member of Congress. If the local commander decides to conduct an IG investigation as a result of the inquiry, then only HQ ACC will provide the final response regardless of the level at which the complaint was received (IAW AFI 90-301, paragraph 3.65.3.2.).

2.7.7. **(Added-ACC)** Including members of Congress in plans for official installation functions, ceremonies, and open houses as appropriate. Such activities provide members of Congress the opportunity to become familiar with Air Force missions and people located in their district. Particularly recommended are installation orientation visits for newly elected members of Congress.

2.7.8. **(Added-ACC)** Complying with Chapter 6 of AFI 90-401 regarding handling of invitations. Routine invitations include those to air shows/open houses, activation and inactivation ceremonies and other special events of a non-sensitive nature. Commanders should provide an informational copy to ACC/CCX.

2.7.8.1. **(Added-ACC)** Send invitations not falling within these categories directly to ACC/CCX for coordination. ACC/CCX will coordinate the invitations with HQ ACC/PA and ACC/DSP and notify originating unit to forward cleared invitations to SAF/LL. See [Attachment 3](#) for a sample invitation.

2.7.8.2. **(Added-ACC)** Ensuring invitation format is IAW AFI 90-401 and this supplement before dispatching invitations to SAF/LL. Confirm the marital status of the invited members of Congress and clarify in the invitation that the spouse is welcome only if he or she is in the local area. The government will not provide transportation for the spouse.

2.7.8.3. **(Added-ACC)** Complying with AFI 90-401, Chap 4, if considering government-provided air travel in conjunction with an invitation.

Chapter 3

CONGRESSIONAL CORRESPONDENCE

3.1. Congressional Correspondence. Any written communication from a member of Congress (MOC) or a Committee of the Congress requiring a response from the Air Force.

3.1.1. Request for Information (RFI): Written/verbal inquiries from a MOC, Committee, requesting information on Air Force policies, programs, or activities to include follow up from Congressional engagements.

3.1.2. Inquiries: Correspondence sent by a private citizen to a MOC, WH, elected official requesting information on a particular subject.

3.1.3. Notifications: Information the Air Force is required by statute to deliver to Congress, or a proactive dissemination of information to Congress.

3.2. Communications with Congress. Communications with Congress and the Executive branch of government are extremely sensitive; therefore, it is imperative the Air Force response be both prompt and accurate. If there is a problem meeting the suspense, the Secretariat or Air Staff action officer must notify, no later than 48 hours from suspense date, the SAF/LL or SAF/FMBL action officer that an interim letter is needed. The OPR is responsible for writing the interim response.

3.3. Inquiries. Inquiries are received and tasked to the appropriate Secretariat or Air Staff office, or Air Force Agency. That office or agency may subsequently send the inquiry to another coordinating office (OCR) or MAJCOM. The proposed response is sent back to SAF/LLI who sends the response to the constituent. The entire process should take 30 days or less.

3.4. Congressional Inquiries to Commanders.

3.4.1. Air Force policy is to respond promptly and factually to direct requests for information from Members of Congress and their staffs IAW Headquarters Operating Instruction (HOI) 33-10, *Suspense and Control of Congressional and White House Correspondence*. Commanders will designate an appropriate point of contact for Congressional inquiries and visits and provide that information to their respective MAJCOM Legislative Affairs Function. Commanders will establish appropriate procedures to:

3.4.2. Comply with paragraphs 1.1 to 1.7 of this instruction.

3.4.3. Inform SAF/LL or SAF/FMBL and parent MAJCOM of all congressional inquiries. Email a scanned copy of the constituent inquiry to the Legislative Liaison Inquiry Division (SAF/LLI) and the MAJCOM Legislative Liaison Affairs function within 24 hours of receipt. For an inquiry received by telephone, transcribe and email it to the Inquiry Division within 24 hours of receipt or by the first duty day following a weekend or holiday (see [Attachment 2](#) for phone numbers and email addresses). Include contact information for the person filing the inquiry.

3.4.4. Send the MAJCOM Legislative Affairs function and SAF/LL or SAF/FMBL a copy of all congressional communications, including original inquiries and proposed replies.

3.4.5. **(Added-ACC)** For Congressional inquiries regarding grievances and other matters from members of Congress originating from SAF/AQC, contracting squadron commanders will sign replies and forward to SAF/AQCX after obtaining HQ ACC AMIC and OL ACC AFICA/KC coordination.

3.5. Status of Forces Agreements. Because of their sensitive nature, process all inquiries about cases dealing with Status of Forces Agreements, individual privileges or rights while stationed outside the continental United States, legal or policy problems, or issues that may become sensitive or controversial in the same manner as all other Congressional Inquiries.

Chapter 4

TRAVEL

4.1. Invitation to Travel. The Secretary of Defense or Secretaries of the Military Departments may extend invitations for sponsored travel within the United States to Members and employees of Congress. DoD 4515.12 assigns the responsibility for approving and coordinating requests for transportation from the Congress to the Assistant Secretary of Defense for Legislative Affairs (OSD/LA). DoD 4515.12 also describes the procedures for travel at the invitation of the SECDEF or Service Secretaries.

4.2. Visiting Bases. Members of Congress and their staffs may need to visit Air Force activities. The Air Force fully supports and encourages these visits. With Secretary of the Air Force (SECAF) approval, the Air Force may provide transportation for congressional visits.

4.2.1. Requests for travel by SECAF invitation should be based on significant interest/benefit to the Air Force. Examples of valid requests would be to visit a base to assess the capabilities of a Composite Wing or to visit HQ Air Combat Command for updates on fighter upgrades. Travel to joint organizations or locations of interest to other services may not be completed under SECAF invitation.

4.3. Travel Support. Congress may request DoD support for worldwide travel under the auspices of public law (31 USC 1108 (g)).

4.4. Transportation Approval. Do not commit the Air Force to providing transportation until SAF/LLO provides notification transportation is approved. SAF/LLO will issue invitational travel orders authorizing travel and expenditure of funds related to congressional travel.

4.5. Trip Progress. Escorts will email or call SAF/LLO on a regular basis to provide updates on trip progress and receive any message traffic from home station.

4.6. Schedule Changes. Escorts will coordinate each schedule change with SAF/LLO (and SAF/FMBL, if applicable) and with all affected facilities, activities, and personnel to avoid unannounced arrivals. Cancellations should be reported immediately to SAF/LLO.

4.7. Government Funds. Through coordination with SAF/LLO, escorts will be issued government funds to be used in support of congressional travel. For CONUS travel, member and staffer expenses directly related to official trips (meals, hotels, airline tickets, etc.) will be paid by the escort. Base support agencies or private organizations that provide meals or other authorized services must be reimbursed for those expenses. Expenses related to travel (or Congressional Visits) completed without invitational travel orders will not be paid using funds issued through SAF/LL.

4.8. Unescorted Trips. Unescorted trips completed under invitational travel orders will be by exception only. For unescorted trips, the host commander notifies SAF/LL or SAF/FMBL of pending visits, itinerary changes, and any new or changed requests. The host will coordinate directly with all affected facilities, activities, and personnel regarding briefings, transportation, quarters, or other support.

4.8.1. Upon completion of unescorted trips, the host commander should inform SAF/LL or SAF/FMBL about the outcome of the visit or investigation. Field commanders should also provide information to other interested echelons at their discretion.

4.8.2. Convey the following information to SAF/LL or SAF/FMBL: the site and length of the visit, names of visiting Members of Congress and staff representatives, deficiencies disclosed by the visit, requests for information, and corrective action.

Chapter 5

CONGRESSIONAL FIELD HEARINGS AND INVESTIGATIONS

5.1. Hearings and Investigations. SAF/LL or SAF/FMBL is the commander's liaison with the Secretary of the Air Force on all congressional requests for inspection, investigation, and summary reports that require the Secretary's attention.

5.2. Controlled Area Access. Commanders must ensure all personnel fully cooperate with committees during hearings and investigations. Allow access to controlled areas in accordance with DoD 5200-1.R and AFI 31-401. Proper identification admits Members to any base, field installation, or facility and allows them to use private working space and facilities at a central location.

5.3. Official documents. When a committee wants to examine official documents, files, or records within its area of interest or pertinent to its investigation, provide the material in a room set aside for the committee unless release of these materials is not allowed under paragraph 1.1. Assign an Air Force representative to assist if needed.

5.3.1. Refer any requests from a congressional committee to copy, remove, or retain official files, documents, or records (or copies of these documents) to SAF/LL or SAF/FMBL. SAF/LL or SAF/FMBL, as appropriate, will coordinate requests to remove files with the appropriate agencies.

5.3.2. Coordinate with Office of the General Counsel (SAF/GC) concerning release of documents related to congressional investigations when there are legal issues involved such as the Privacy Act and claims of privilege.

5.4. Deficiencies. If a committee notes any deficiencies in Air Force operations or procedures during its field investigation and if the Air Force can take immediate corrective action, do so and advise the committee and either SAF/LL or SAF/FMBL.

5.5. Unescorted Investigations. If SAF/LL or SAF/FMBL personnel do not escort members of the Congress or their staffs, field commanders should inform SAF/LL or SAF/FMBL about the outcome of the visit or investigation. Field commanders should also provide information to other interested echelons at their discretion.

5.5.1. Convey the following information to SAF/LL or SAF/FMBL: the site and length of the visit, names of visiting Members of Congress and staff representatives, deficiencies disclosed by the visit, requests for information, and corrective action.

Chapter 6

CONGRESSIONAL VISITS

6.1. Local Visits. Commanders and staff agency chiefs should inform or coordinate with SAF/LL or SAF/FMBL on all matters of congressional interest including participation in local activities and visits with Members of Congress or their staffs.

6.1.1. Notify SAF/LL or SAF/FMBL when local plans or activities generate significant community interest and may interest Members of Congress.

6.2. Commander Invitation. Commanders may extend an invitation to visit their respective installation to the District Congressional Office. Invitation to DC Congressional offices should be worked through the Air Force Senate Liaison office (SAF/LLS), Air Force House Liaison Office (SAF/LLH), and the Air Force Congressional Action Division (SAF/LLZ).

6.3. Congressional Travel. When initiated by the Congress, SAF/LL or SAF/FMBL will immediately notify affected MAJCOM's when a Congressional visit is expected.

6.4. Extending Invitations. When inviting Members, staff or employees of Congress, the Executive Office of the President, or the Office of the Vice President, send SAF/LL the signed invitation and a cover letter explaining the details of the event 60 days in advance. If 60 days notice is not possible, call the SAF/LLH or SAF/LLS to determine the best way to extend the invitation to Members of Congress. Call the Air Force Congressional Inquiry Division (SAF/LLI) for the best way to extend the invitation to the Executive Office of the President or the Office of the Vice President.

6.4.1. MAJCOM/CCs may extend invitations to members and their staffs to join them on a planned base visit in their respective Congressional district. These invitations must not include the promise of transportation. The MAJCOM Legislative Affairs function will provide a copy of these invitations to SAF/LL. Make no public announcement until SAF/LL or SAF/FMBL confirms the guests will attend. Do not mention transportation of members, employees, or spouses in the invitation.

6.4.2. Coordinate with SAF/LL or SAF/FMBL and parent MAJCOM when Members of Congress or staff plans to visit an Air Force activity. At Joint Bases where the Air Force is not the lead agency, SAF/LL or SAF/FMBL will also notify the appropriate sister service legislative affairs office. When a request for a Congressional visit is received at the installation level, the affected MAJCOM will forward the details of the request to SAF/LL. SAF/LL will forward the information to SAF/FMBL if applicable.

6.5. Candidates. Commanders should encourage and welcome visits by candidates seeking to receive briefings, tours, or other official DoD information. However, DoD personnel acting in their official capacity may not engage in activities that associate DoD with any partisan political campaign or election, candidate, cause, or issue. Interaction with candidates for political office must not imply or appear to imply sponsorship, approval, or endorsement of any such candidates or political views; including, the use of installation facilities by any candidate for political campaign or election events. This prohibition does not apply to the President, Vice President, or Speaker of the House of Representatives. Contact SAF/LL or the Office of Public Affairs (SAF/PA) with questions regarding these restrictions.

6.5.1. For unescorted trips, the host commander will notify SAF/LL or SAF/FMBL of pending visits, itinerary changes, and any new or changed requests as soon as possible. The host will coordinate directly with all affected facilities, activities, and personnel regarding briefings, transportation, quarters, or other support.

6.5.2. For unescorted trips, the host commander should inform SAF/LL or SAF/FMBL about the outcome of the visit or investigation. Field commanders should also provide information to other interested echelons at their discretion.

6.5.3. Convey the following information to SAF/LL or SAF/FMBL: the site and length of the visit, names of visiting Members of Congress and staff representatives, deficiencies disclosed by the visit, requests for information, and corrective action.

6.6. Photographic Documentation. Photographic documentation of Congressional visits to Air Force installations and facilities is required. When photography is completed, the host PA organization must send a digital copy of each image to SAF/LL or SAF/FMBL within 24 hours. Images must include caption and Visual Information Record Identification Number (VIRIN) information in accordance with AFI 35-109 and DoDI 5040.02. Captions should include Congressional Delegation/Staff Delegation (CODEL/STAFFDEL) designation, occasion, location, dates, names, and duty titles of individuals in the photograph, and contact information for the individual responsible for the photograph. SECAF (or designated OPR) is the authority for public release of such imagery.

6.6.1. Original imagery must be accessioned in accordance with AFI 35-109 and DoDI 5040.02 with caption and VIRIN information. The Air Force may print copies of the images by Air Force government-owned or government-contracted facilities, or arrange for printing by commercial entities.

6.7. (Added-ACC) Congressional Visits to Headquarters ACC. ACC/CCX is responsible for:

6.7.1. **(Added-ACC)** Appointing a project officer to work with the staff to coordinate visit arrangements with SAF/LL or SAF/FMBL project officer.

6.7.2. **(Added-ACC)** Coordinating the proposed itinerary with ACC/DSP and SAF/LL or SAF/FMBL project officer. Coordinate changes IAW AFI 90-401 paragraph 4.6.

6.7.3. **(Added-ACC)** Providing ACC/DSP, PA, and DS with information on the purpose and timing of the visit. (See ACCI 90-110, *Distinguished Visitors*.)

6.7.4. **(Added-ACC)** Coordinating with HQ ACC/FM on visits that may require disclosure of financial information or policy and coordinate with appropriate directorates within HQ ACC.

6.8. (Added-ACC) Visits to ACC Subordinate Commands. The senior local ACC commander is responsible for:

6.8.1. **(Added-ACC)** Appointing a project officer as a point of contact (POC) for the visit. The POC will establish contact with ACC/CCX and will coordinate the proposed itinerary with the assigned SAF/LL or SAF/FMBL project officer and ACC/CCX. Send all briefings scheduled for presentation to any congressional delegation to ACC/CCX for review at least 5 duty days prior to the scheduled visit. ACC/CCX will coordinate briefs with the ACC

directorates first, then ultimately COMACC or CV to ensure continuity of message before presented or released to any agency outside of the command.

6.8.2. **(Added-ACC)** Maintaining primary responsibility for the coordination set forth in paragraph **6.8.1** at installations with a collocated higher headquarters unit (i.e., NAF, MAJCOM). The collocated commander will appoint a project officer who will work with the host unit project officer whenever appropriate to incorporate a higher headquarters visit into the proposed itinerary.

6.8.3. **(Added-ACC)** Notifying SAF/LL or SAF/FMBL (as appropriate) and ACC/CCX immediately to clarify any applicable restrictions for unannounced Congressional visits (i.e., security clearances).

6.8.4. **(Added-ACC)** Providing a report for all visits by members of Congress and staff representatives IAW AFI 90-401, paragraph **4.8.2**, to ACC/CCX and ACC/PA within 5 duty days from the date of the visit. ACC/CCX will distribute to SAF/LL, SAF/FMBL, and any other necessary parties as required.

6.8.5. **(Added-ACC)** Complying with restrictions on political activities and Congressional visits during election years. Contact ACC/CCX for clarification about these restrictions.

Chapter 7

OFFICIAL REPRESENTATION FUNDS (ORF)

7.1. ORF. Per AF policy and SAF/GC, ORF covers Congressional members, Professional Staff members (not personal staff), and Military Legislative Assistants.

Chapter 8

MAJCOM, NAF, WING COMMANDER VISITS

8.1. Wing Commander Capitol Hill Visits. First term Wing Commanders are required to visit their Congressional delegations annually. Although not required, NAF and MAJCOM Commanders are also encouraged to make periodic visits to Capitol Hill.

8.1.1. Capitol Hill visits begin each year after the President's Budget (PB) is delivered to Congress and after the SECAF and CSAF accomplish their first Hill Posture Hearing.

8.1.2. S with their respective Wing Commanders to coordinate dates and report those dates back to SAF/LLZ. SAF/LLZ will develop and publish the visit schedule for the year.

8.1.3. Once the date is established, commanders will work directly with SAF/LLZ to coordinate the details of the visit.

8.1.4. **(Added-ACC)** ACC/CCX will coordinate with ACC wing commanders to schedule their Capitol Hill visits with SAF/LLZ. ACC/CCX will also assist SAF/LLZ as required in preparing commanders for their visits. ACC wing commanders have the discretion to communicate with COMACC directly after their visit as they see fit. Wing commanders should email ACC/CCX and their NAF legislative affairs-equivalent summarizing the visit IAW AFI 90-401 paragraph **4.8.2** ACC/CCX will compile all ACC wing commander congressional post-visit reports and brief them to COMACC after the last wing commander visit of the calendar year.

8.1.5. **(Added-ACC)** Wing/CCs are responsible for coordinating with their NAF/CCs prior to Capitol Hill visits to inform them of the issues they intend to discuss with their respective state delegations.

8.2. Community Groups. Installation commanders, public affairs officers, and/or other military officials generally should not accompany community groups to the Pentagon and must not attend group meetings on Capitol Hill, e.g. Civic Leader Meetings. If a representative from the community group contacts the installation commander and/or the local Public Affairs (PA) office about such a visit, the group representative should be referred to SAF/PA. (see Attachment 2 for phone numbers and email addresses)

Chapter 9 (Added-ACC)

TESTIMONY BEFORE CONGRESS

9.1. (ACC) Testimony Before Congress.

9.1.1. (ACC) ACC/CCX will support SAF/LL and SAF/FM in preparing ACC witnesses for Congressional hearings. In coordination with the appropriate functional OPR, ACC staff and ACC units, ACC/CCX is responsible for:

9.1.1.1. (ACC) Compiling background information on the hearing and the hearing topic.

9.1.1.2. (ACC) Preparing the written and oral statements for COMACC and CV and coordinating them through the appropriate HAF and SAF agencies (i.e., Security and Policy Review).

9.1.1.3. (ACC) Coordinating written and oral statements to be given by ACC directors, NAF and wing commanders, and any other ACC witnesses through COMACC, SAF/LL, SAF/FMBL, and HAF directorates, as required.

9.1.1.4. (ACC) Compiling questions asked by Congressional members (Questions for Record [QFR]) after COMACC or CV testifies and submits posture statement. ACC/CCX will distribute the questions to the HQ ACC staff to support COMACC's response to the QFR. Directorates will submit QFRs in the prescribed format set by each committee.

9.1.1.5. (ACC) Prebriefing and escorting ACC witnesses to the hearing, as required.

9.1.1.6. (ACC) Obtaining, reviewing and coordinating the hearing resume and transcript.

9.1.1.7. (ACC) Coordinating actions to prepare and submit the ACC response to additional "Questions for the Record."

Michael B. Donley
Secretary of the Air Force

(ACC)

Lt Col Justin D. Demarco
Director, ACC Commander's Action Group

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDD 4515.12, *Department of Defense Support for Travel of Members and Employees of Congress*, January 15, 2010

DoDD 5142.1, *Assistant Secretary of Defense (Legislative Affairs)*, September 15, 2006

DoDI 5400.4, *Provision of Information to Congress*, March 17, 2009

DoDI 5545.2, *Policy for Congressional Authorization and Appropriations Reporting Requirements*, December 19, 2008

Office of Management & Budget Circular A-11, *Preparation, Submission, and Execution of the Budget*, August 18, 2011, Revisions November 10, 2011

Office of Management & Budget Circular A-19, *Legislative Coordination and Clearance*, September 20,

1979

(Added-ACC) AFH 33-337, *The Tongue and Quill*, 1 August 2004

(Added-ACC) ACCI 90-110, *Distinguished Visitors*, 16 October 2007

(Added-ACC) AFI 65-401_ACCSUP, *Relations with the General Accounting Office*, 22 November 1994

AFI 90-301, *Inspector General Complaint Resolution*, August 23, 2011

DoD 5400.7-R_AFMAN 33-302, *Freedom of Information Act Program*, October 21, 2010

AFI 33-332, *Air Force Privacy Program*

(Added-ACC) AFI 90-301_ACCSUP, *Inspector General Complaints Resolution*, 30 July 2012

DoD 5400.11-R, *Department of Defense Privacy Program*, May 14, 2007

Hamre, John, J. Memo to the Honorable Jerry Lewis, United States House of Representatives, Washington D.C., 22 June 1999

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Document

AFR—Air Force Regulation

ANG—Air National Guard

CBO—Congressional Budget Office

CODEL—Congressional Delegation

CONUS—Continental United States

CSAF—Chief of Staff of the Air Force

DoD—Department of Defense

DoDI—Department of Defense Instruction

FOIA—Freedom of Information Act

FOUO—For Official Use Only

HAF—Headquarters Air Force

HOI—Headquarters Operating Instruction

IFRs—Inserts for the Record

MAJCOM—Major Command

MD—Mission Directive

MLA—Military Legislative Assistant

MOC—Member of Congress

NAF—Numbered Air Force

OASD/PA—Office of the Assistant Secretary of Defense for Public Affairs

OCR—Office of Coordinating Responsibility

OMB—Office of Management and Budget

OPR—Office of Primary Responsibility

ORF—Official Representation Fund

OSD—Office of the Secretary of Defense

OSD/LA—Secretary of Defense for Legislative Affairs

PB—President's Budget

QFR—Questions for Record

RDS—Records Disposition Schedule

RFI—Request for Information

SAF/FM—Office of the Assistant Secretary (Financial Management and Comptroller)

SAF/FMBL—Office of Budget and Appropriations Liaison

SAF/GC—Office of the General Counsel

SAF/LLH—Office of Legislative Liaison, House Liaison Office

SAF/LLI—Office of Legislative Liaison, Inquiry Division

SAF/LLO—Office of Legislative Liaison, Air Operations Division

SAF/LLS—Office of Legislative Liaison, Senate Liaison Office

SAF/LLZ—Office of Legislative Liaison, Congressional Action Division

SAF/PA—Office of Public Affairs

SAP—Special Access Program

SAPCO—Special Access Program Coordination Office

SCI—Special Compartmented Information

SECAF—Secretary of the Air Force

STAFFDEL—Staff Delegation

USC—United States Code

VRIN—Visual Information Record Identification Number

Terms

Congressional Correspondence—Any written communication from a member of Congress (MOC) or a Committee of the Congress requiring a response from the Air Force

(Added-ACC) Congressional Hearing—A Congressional committee session to take testimony from witnesses.

(Added-ACC) Congressional Visits—A visit by members of Congress, their personal staffs, or committee staff members to an ACC unit or installation for an orientation, to attend an official event, or to gather information on Air Force operations. Often referred to as CODELs when a MOC is in attendance or a STAFFDEL when the attendees are staff members only. Visits include office calls with members of Congress by COMACC or designated ACC representatives.

Request for Information—Written/verbal inquiries from a MOC, Committee, requesting information on AF policies, programs, or activities to include follow up from Congressional engagements

Inquiries—Correspondence sent by a private citizen to a MOC, WH, Elected official requesting information on a particular subject

Notifications—Information the AF is required by statute to deliver to Congress, or a proactive dissemination of information to Congress

Attachment 2**OFFICE OF LEGISLATIVE LIAISON (SAF/LL), BUDGET & APPROPRIATIONS LIAISON (SAF/FMBL), AND LEGISLATIVE AFFAIRS SECURITY OFFICE (OSD/LA) TELEPHONE FAX, AND EMAIL DIRECTORY****Office of the Director (SAF/LL)**

DSN 227-4142/(703)697-4142/FAX: 227-2001/(703)697-2001

Email: safll.workflow@pentagon.af.mil

House Liaison Office (SAF/LLH)

DSN 325-4531/(202)685-4531/FAX: 325-2592/(202)685-2592

Email: safllh.workflow@pentagon.af.mil

Congressional Inquiry Division (SAF/LLI)

DSN 227-3783/(703)697-3783/FAX: 223-6340/(703) 693-6340

Email: saflli.workflow@pentagon.af.mil

Air Operations Office (SAF/LLO)

DSN 227-1500/(703)697-1500/FAX: 223-7711/(703)693-7711

Email: saflllo.workflow@pentagon.af.mil

Programs and Legislation Division (SAF/LLP)

DSN 227-7950/(703)697-7950/FAX: 227-3520/(703)697-3520

Email: safllp.workflow@pentagon.af.mil

Senate Liaison Office (SAF/LLS)

DSN 325-2573/(202)685-2573/FAX: 325-2575/(202)685-2575

Email: saflls.workflow@pentagon.af.mil

Weapon Systems Liaison Division (SAF/LLW)

DSN 227-6711/(703)697-6711/FAX: 227-8623/(703)697-8623

Email: safllw.workflow@pentagon.af.mil

Congressional Action Division (SAF/LLZ)

DSN 225-1292/(703)695-1292/FAX: 224-4518/(703)614-4518

Email: safllz.workflow@pentagon.af.mil

Office of Budget & Appropriations Liaison (SAF/FMBL)

DSN 224-8110/(703)614-8110/FAX: 227-6904/(703) 697-6904

Email: saffml.workflow@pentagon.af.mil

Legislative Affairs Security Office (OSD/LA)

DSN 227-6210/(703)697-6210/FAX: 223-5530/(703) 693-5530

Email: osdla.constituentinquiries@osd.mil**Secretary of the Air Force Public Affairs (SAF/PA)**

DSN 227-6061/(703)697-6061

Email: safpa.workflow@pentagon.af.mil

Attachment 3 (Added-ACC)**SAMPLE MEMORANDUM OF INVITATION TO MEMBERS OF CONGRESS****A3.1. Sample Memorandum.****LETTERHEAD STATIONERY**

General Gilmary Michael Hostage
205 Dodd Boulevard Suite 200
Joint Base Langley-Eustis, VA 23665-2788
The Honorable Joe W. Smith
House of Representatives
Washington DC 20515-0001

(DATE)

Dear Representative Smith

(Base's name) will hold its annual Open House on (civilian date). (First paragraph can elaborate on activities planned for your event, who will be performing, etc.)

We cordially invite you and Mrs. Smith (if she is in the local area) to join us on this occasion as our honored guests. Formal activities will begin at (civilian time). An informal reception will immediately follow at the Officers' Club.

We sincerely hope you will be able to honor us with your presence. If you are able to join us, please contact me (commander's commercial telephone number) or have your staff contact (name of chief of public affairs, protocol, or other senior OPR) at (OPR commercial telephone number).

Sincerely

Commander's Name and Signature

In the case of a Senator, "Dear Senator Smith."

Note: See AFH 33-337, *Tongue and Quill*, for a list of salutations.

(http://static.e-publishing.af.mil/production/1/saf_cio_a6/publication/afh33-337/afh33-337.pdf)